

# Arts Learning & Outreach: Arts Education Projects

D.C. Commission on the Arts & Humanities



APPLICATION  
GUIDELINES FOR  
INDIVIDUALS AND  
ORGANIZATIONS  
FY 2004

## ✓ **Deadline**

**Thursday, June 5, 2003 at 7:00 PM**

All applications must be received at the Commission office by this time.

## ✓ **Arts Education Projects Program Workshops**

Assistance in preparing applications is available through workshops for individuals and organization representatives to be held on:

- **Thursday, May 15, 2003**

Luke C. Moore Academy High School, 5:00-6:30 PM  
1001 Monroe Street, NE, Washington, D.C.

- **Wednesday, May 21, 2003**

D.C. Commission on the Arts and Humanities, 12:00-2:00 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

- **Wednesday, May 28, 2003**

D.C. Commission on the Arts and Humanities 5:00 – 6:30 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

## ..... **About the Arts Learning & Outreach: Arts Education Projects Program**

The AEP grant offers funds for programs that provide training and in-depth exploration of artistic disciplines to students from early childhood through 18 years. The projects should reinforce the importance of the arts as part of a quality education, be consistent with current D.C. Public Schools (DCPS) Content Standards and address the needs of the targeted community. Eligible projects include, but are not limited to: artist residencies, workshops, professional development for teachers, curriculum integration projects, performances, and organization-sponsored arts education programs. Projects may take place in traditional school settings or arts and humanities venues, community facilities, churches and child care facilities. Projects are funded in two categories: **Curriculum-Based Projects** and **Community-Based Projects**.

## **About the Workshops (see dates listed above)**

The Arts Education Project grant workshop is recommended for all applicants and grantees. The workshop offers technical assistance in the following areas: application procedure, criteria for funding, working with DCPS and examples of eligible projects. Grant guidelines and DCPS information will be distributed at the workshop. Specific questions related to your project may be discussed by scheduling a consultation with the Arts in Education (AIE) Coordinator for your artists or staff prior to the deadline. It is recommended, regardless of prior funding, that all applicants attend one of the sessions. Please notify Mary Liniger, AIE Coordinator, regarding which session you will attend.

## **Accessibility Services**



Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

**Proveemos asistencia en ESPAÑOL con previo aviso.**

D.C. Commission on the  
Arts and Humanities  
410 Eighth Street, NW, Fifth Floor  
Washington, DC 20004  
(202) 724-5613  
(202) 727-4135 FAX  
(202) 727-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens,  
Executive Director



Government of the  
District of Columbia  
Anthony A. Williams, Mayor

*Photo: Student performer with the D.C. Youth Orchestra.*

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.



## Eligibility

### Individuals

Eligible individual applicants are artists, arts professionals (e.g., presenters, producers), educators, and those with experience in community service. Applicants must be residents of the District of Columbia for at least one year prior to the application deadline and maintain residency during the grant period. Commission funds under this program may not be used for paying tuition.

### Organizations

Eligible arts and community organizations must have their principal place of business in the District of Columbia, and have both Federal (IRS) and D.C. tax exemptions for at least one year prior to the deadline date. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Commission funds under this program may not be used to fund colleges, universities, D.C. Public Schools or other government agencies.

### Grant Amounts

Projects sponsored by individuals are eligible for grant amounts ranging between \$1,000 and \$4,500. There is no matching fund requirement.

Projects sponsored by organizations are eligible for grant amounts ranging between \$1,000 and \$15,000. These funds must be matched dollar for dollar, i.e., an organization requesting \$15,000 must document a total of \$30,000 in expenses. In-kind services may not be used to satisfy the matching requirement.

**All grants are contingent upon the availability of funds. Incomplete applications will not be forwarded to panel for review.**

## Notification and Grant Period

All applicants will be notified of grant decisions, in writing, after October 17, 2003.

Grants awarded for FY 2004 must be spent between October 1, 2003 and

September 30, 2004. A Final Narrative Report will be due by October 10, 2004. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

## Evaluation Criteria

The following criteria will be used to evaluate the application submissions, artistic work samples and other support materials:

- Artistic Merit
- Project Design- Educational Content
- Project Design- Community Impact, Accessibility and Engagement
- Managerial and Financial Capabilities
- Program Evaluation and Assessment

Further details on the evaluation criteria can be found on pages 12-13 of the FY2004 Guide of Grants.

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



# ARTS EDUCATION PROJECTS

Application Form for **Individuals**

**APPLICATION DEADLINE:**  
**Thursday, June 5, 2003 at 7:00 PM**

- ✓ **SUBMIT: ONE ORIGINAL PACKET** and **13 COPIES**, COLLATED, BINDER CLIPPED or STAPLED, of the signed application form and its attachments. Please type (12 point).

Application No. \_\_\_\_ of \_\_\_\_  
(If multiple applications)

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater  
☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Applicant's Legal Name \_\_\_\_\_

Applicant's Professional Name (if different than legal name) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address (P.O. Box not Accepted) \_\_\_\_\_

WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_

Telephone/day \_\_\_\_\_ Telephone/eve \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Please check one: ☐ Curriculum-Based Project ☐ Community-Based Project

Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) \_\_\_\_\_

**PROJECT SUMMARY** (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) \_\_\_\_\_  
Number of participating: artists \_\_\_\_\_ students \_\_\_\_\_ educators \_\_\_\_\_ schools \_\_\_\_\_  
Project Budget \$ \_\_\_\_\_  
Amount Requested \$ \_\_\_\_\_

## PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in the exact order listed below. Use 8 1/2" X 11" sheets.

Project Summary (1 page maximum)

- ☐ **Project Description** (6 pages maximum) including the following information (each bullet is a separate category; use title in description) •**Project Goal & Objectives** (What is the goal of your project? What will project participants gain from the project?) •**Project Evaluation** (how will you measure success in reaching the project goal?) •**Project Location** and target audience Audience/participant selection and recruitment •**How project integrates arts into learning process** •**How project involves youth, parents, teachers, and/or community** •**How project strengthens academic skills** through the arts •**Community impact** and impact on student achievement.
- ☐ **Project Timeline and Schedule** (3 pages maximum; outline format): Include lesson plans, rehearsal schedules, planning sessions.
- ☐ Copy of Artistic **Resume** (2 pages maximum)
- ☐ Project **Budget** (fill out form on page 5)
- ☐ Budget **Narrative** (1 page maximum); Cover all items, income and expenses from project budget.
- ☐ **Partnership Letters** (if applicable; 5 pages maximum): Letters of partnership from other project participants, describing how project will reinforce academic curriculum (In-School Time Projects) or positively impact targeted community (Out-of-School Time Projects). Explain if no partnership letters are submitted with proposal.
- ☐ Additional Arts Education Project **Support Material** (6 pages maximum): Letters of support, reviews, study guides, curriculum material, completed evaluations, etc.

## ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ☐ Work sample, as defined on page 6
- ☐ A self-addressed stamped envelope for return of work sample
- ☐ Security Statement that applicant will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening if funded (for individuals directly working with children and youth)

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# ARTS EDUCATION PROJECTS

Application Form for **Organizations**

**APPLICATION DEADLINE:**  
**Thursday, June 5, 2003 at 7:00 PM**

Application No. \_\_\_\_ of \_\_\_\_  
(If multiple applications)

- ✓ **SUBMIT: ONE ORIGINAL PACKET and 13 COPIES**, COLLATED, BINDER CLIPPED or STAPLED, of the signed application form and its attachments. Please type (12 point).

Artistic Discipline ☐ Crafts ☐ Dance ☐ Literature ☐ Media ☐ Theater  
☐ Visual Arts ☐ Music ☐ Multidisciplinary ☐ Interdisciplinary/Performance Art

Organization's Legal Name \_\_\_\_\_  
Address (P.O. Box not Accepted) \_\_\_\_\_  
WDC, Zip Code \_\_\_\_\_ Ward # \_\_\_\_\_  
Contact \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Project Director \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_  
DC Tax Exempt # \_\_\_\_\_ Federal ID # \_\_\_\_\_  
Date Founded \_\_\_\_\_ Date Incorporated \_\_\_\_\_ 2002 Income \_\_\_\_\_ 2002 Expenses \_\_\_\_\_  
Please check one: ☐ Curriculum-Based Project ☐ Community-Based Project  
Indicate work sample submitted (i.e.: 10 slides, 1 videotape, etc.) \_\_\_\_\_  
PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Number of participating: artists \_\_\_\_\_ students \_\_\_\_\_ educators \_\_\_\_\_ schools \_\_\_\_\_  
Project is located in Ward(s) \_\_\_\_\_  
Project Budget \$ \_\_\_\_\_  
Amount Requested \$ \_\_\_\_\_

## PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

Collate in the exact order listed below. Use 8 1/2" X 11" sheets.

- ☐ **Organization mission statement, brief history and project summary statement** (2 pages maximum).
- ☐ **Project description** (6 pages maximum) including the following information (each bullet is a subject heading; use title in description):
  - **Project Goal & Objectives** (What is the goal of the project? What will participants gain from the project?)
  - **Project Evaluation** (how will the project measure success in reaching its goal?)
  - **Project location and target audience**
  - **Audience/participant selection and recruitment**
  - **How project integrates arts** into curriculum
  - **Project's integration of DCPS content standards**, if applicable (discipline based and academic)
  - **Community impact** and impact on student achievement.
- ☐ **Applicant Experience** (1 page maximum): List experience in coordinating similar arts education projects. FY'02 grantees list brief description of accomplishments for grant period. FY'03 grantees give update on current project.
- ☐ **Project Timeline and Schedule** (3 pages maximum; outline format): Lesson plans, rehearsal schedules, planning sessions, etc.
- ☐ **Accessibility Plan** (1 page maximum): Describe organization's accessibility services and how proposed project will be made accessible for participants with disabilities. Refer to page 11 of the Guide to Grants for more information.
- ☐ **Project Budget** (fill out form on page 5)
- ☐ **Budget Narrative** (1 page maximum): Cover all items, income and expenses.
- ☐ **List of current board members** including occupations
- ☐ **Résumés of key personnel** (2 pages maximum per résumé)
- ☐ **Letters of partnership** from other project participants
- ☐ **Additional project support material** (6 items maximum): Letters of support, reviews study guides, curriculum material, completed evaluations, etc.
- ☐ **2002 Financial Statement** signed by organization's accountant or fiscal officer. If 2002 is not available submit 2001.

## ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET

- ☐ Work sample, as defined on page 6 and stamped envelope for return of work sample.
- ☐ Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
- ☐ Security Statement that if funded, organization will provide Metropolitan Police Department Background Check and Copy of Tuberculosis Screening for individuals directly working with children and youth

I hereby certify that the information in this application and its attachments is true and correct to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Arts Education Projects PROJECT BUDGET

### PERSONNEL

Administrative \_\_\_\_\_

Artistic \_\_\_\_\_

Technical Production \_\_\_\_\_

### REVENUE

Admissions \_\_\_\_\_

Contract Services \_\_\_\_\_

Other \_\_\_\_\_

### OUTSIDE FEES AND SERVICES

Artistic \_\_\_\_\_

Other \_\_\_\_\_

Space Rental \_\_\_\_\_

### PRIVATE SUPPORT

Corporate \_\_\_\_\_

Foundation \_\_\_\_\_

Other \_\_\_\_\_

### TRAVEL

\_\_\_\_\_

### GOVERNMENT SUPPORT

Federal \_\_\_\_\_

Regional \_\_\_\_\_

### MARKETING

\_\_\_\_\_

### OPERATING EXPENSES

Equipment \_\_\_\_\_

Supplies \_\_\_\_\_

Utilities \_\_\_\_\_

Other \_\_\_\_\_

Disability Access \_\_\_\_\_

Local\* \_\_\_\_\_

APPLICANT CASH \_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_

Grant Amount

Requested \_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

(should equal total expenses)

\* Anticipated proceeds from this application should not be included in this line, but under Grant Amount Requested.

- Notes:
- 1) Provide a detailed project budget narrative. Break out and explain all line items in the project budget. Use up to one page.
  - 2) Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

## Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, a visual arts workshop participants' works). Please only submit work samples in the formats listed below.

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 13 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 13 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 13 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 13 copies of slide identification sheet, audio tape of sound design, or 13 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 13 copies of a play and a one-page synopsis. Organizations submit 13 copies of up to four representational programs or playbills.

## Other Arts Learning & Outreach Programs

The AEP grant is one component of D.C. Commission on the Arts and Humanities' Arts Learning & Outreach programs. Other initiatives include the Arts Education Teacher Mini-Grant Program and the pilot Artist Roster program. Please see pages 3-4 of the 2004 Guide to Grants for more information about these programs.

## About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grant making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

## Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: [dcart@dc.gov](mailto:dcart@dc.gov)

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.